

VISITATION POLICY (Revised 07-08)

The South Bend Juvenile Correctional Facility is a semi-community based correctional facility. If feasible, our goal is that a student returns to the care of his parents (parents includes both parents and guardian) upon release from this facility. In order to reach this goal, it is necessary for parents to recognize and accept certain responsibilities that they must carry out if the student's adjustment to this program and eventual homecoming to be successful.

The student who is the most successful in this program and who has the best chance for a successful re-entry into the home is the student who is able to maintain positive family ties while at the facility. This is, of course, a two-way street. The parents must provide the student with the opportunity to do this.

The facility's visitation policy is designed for this purpose. Visitation allows the family to be aware of any positive changes the student makes while at the facility. This continued contact also makes the transition from the facility to the home much easier. As a result of this contact, the student and his family are able to maintain and often improve their relationship.

TYPES OF VISITS

Orientation and Growth Phases I through IV

Visitation for students in these phases of their program will be on Saturday, Sunday, and/or *State holidays. Your choice of times are 9:00 a.m. – 11:00 a.m. and 1:00 p.m. – 3:00 p.m.

ReEntry Level

Once the caseworker has received the pre-placement investigation approval from the SPA/YSTS, students in these phases will be eligible for off-grounds passes. A telephone call from the parent/guardian to the caseworker is required weekly before 3:00 p.m. Thursday to make arrangement for off-grounds visitation. If you move during this phase, you must contact the caseworker immediately. Another placement investigation at the new address must occur before your son can go on pass at this residence.

GENERAL RULES

On-Grounds Visitation

- 1) Visitors are limited to parents, guardians, siblings and grandparents. **Visitors under the age of 18 must always be in the company of one of the approved parents or guardians. Children will not be allowed to sit in the waiting area without an adult (over 18) with them at all times. Children are not to be left unattended anywhere on state property, which includes the parking lot.** All on-grounds visits are limited to three (3) persons per visit. Parents/guardians must return the enclosed form, "List of Approved Visitors," for all visitors over the age of 18. Children under the age of 18 needs to be accompanied by the parent/guardian. The form "Authorization for Minor Child to Visit" must be completed, notarized, and returned to the caseworker **before** a visit can occur.
- 2) All visitors arriving at the facility must report to the staff person on duty and sign the Visitation Log and receive any pertinent instructions, etc.
- 3) All visitations will take place in designated areas.
- 4) Smoking is prohibited in the building and on-grounds. Visitors are not to bring or possess any tobacco products while at the South Bend Juvenile Correctional Facility.
- 5) All visitors must conduct themselves in an appropriate manner at all times. Visits will be terminated if the visitor or student does not maintain proper decorum and behavior.
- 6) When you visit your son, grandson, brother, etc, you are here to visit him and not socialize with the other visitors. You are not to talk from table to table to other visitors or students. If you would like to socialize with other visitors, it must be done outside of the visiting room.
- 7) You are not allowed to go back out the double doors during visitation, if you do, your visit will be terminated. Restrooms are available right outside the visiting room.

Please remember that visitation is a privilege. If you violate the rules, your visit can be terminated and/or your visitation privileges suspended.

Visitor Dress Code

Anyone visiting a student at this facility will only be allowed to wear the following jewelry items:

- a. Wedding ring
- b. Medical alert bracelet
- c. Religious medallion

Any other jewelry must be kept in your car. No earrings or studs for other piercing will be allowed. The officers will not hold your jewelry in the control room; it must be kept in your car.

Female Visitors:

- a. Undergarments must be worn;
- b. Shoes must be worn (this includes children, with exception of infants in arms);
- c. Sweatpants, stretch pants (anything with stirrups on the legs or spandex pants are classified as "stretch" pants), halter tops, and sheer clothing are not permitted; shorts, no shorter than 2" above the knee, are permitted;
- d. Sheer blouses and tube tops are permissible if worn with a camisole and blouse; and,
- e. No head attire is permitted to be worn while visiting, except as part of a religious practice.

Male Visitors:

- a. Shoes, shirts, pants, and undergarments must be worn;
- b. Shorts, no shorter than 2" above the knee, are permitted; and,
- c. No head attire is permitted to be worn while visiting, except as part of a religious practice.

In addition, no visitor shall wear clothing that poses a threat to the security or custody of SBJ (i.e., clothing that depicts alcohol, tobacco advertising, security threat group affiliation) and the wearing of expensive clothing or jewelry is discouraged.

- 8) Student may receive \$20.00 **per day** worth of vending machine products from his visitors. You will be required to report the dollar amount that you are spending for the student to assure that the student is not receiving more than the allotted amount.
- 9) A picture ID for all visitors over age 16 is required. Women are to leave purses locked in the car. If you have an infant or toddler with you, you may bring one pampers and one bottle; no diaper bags will be allowed.
- 10) If staff believe that a particular visitor will have a negative effect on any student or create other problems that would interfere with the student's well being or treatment, that visitor and the student will be informed that the visit will not be permitted. Also, anyone currently on parole or probation is prohibited from visiting your son at this facility.
- 11) The following Indiana statutes are brought to your attention. As a correctional visitor, it is important that you fully understand the meaning of these laws:

A person who, without the prior authorization of the person in charge of the penal facility, knowingly or intentionally

- A) delivers or carries into the penal facility with intent to deliver an article to an inmate of the facility, or
- B) carries or receives with intent to carry out of the penal facility an article from an inmate of the facility
- C) commits trafficking with an inmate, a Class A Misdemeanor. However, the offense is a Class D Felony if the article is a controlled substance or a deadly weapon (IC 35-44-3-9).

A person who commits a Class A Misdemeanor shall be imprisoned for a fixed term of not more than one (1) year. In addition, he may be fined not more than \$5,000.00 (IC 35-50-3-2). A person who commits a Class D Felony shall be imprisoned for a fixed term of two (2) years, with not more than

two (2) years added for aggravating circumstances. In addition, he may be fined not more than \$10,000.00 (IC 35-50-2-7).

It is a Class C infraction for a person to furnish an alcoholic beverage to a person confined in a penal facility. It is unlawful, also, for a person who has charge of a penal facility to knowingly permit a prisoner confined within his jurisdiction to receive an alcoholic beverage unless it has been prescribed by a physician as medicine for the prisoner (Formerly: Acts 1973, P.L. 55, Sec. 1) as amended by Act 1978, P.L. 2, Sec. 722). A person who commits a Class C infraction shall be fined not more than \$500.00 (IC 35-50-4-4).

- 12) Visitors, including their person, personal property, and vehicles while on department property, are subject to search at any time.
- 13) All visitors enter the visiting area at their own risk and the Department of Correction shall assume no responsibility for any injury.
- 14) It is illegal to have in your possession, during a visit, any firearms, knives or other dangerous weapons.

Home Visits/Temporary Leave

- 1) Guardians must call caseworker **before 3:00 p.m. Thursday** to arrange home visit/temporary leave.
- 2) **If you move during your son's incarceration, you must contact the caseworker immediately.** A placement investigation at the new address must occur before your son can go home on a temporary leave at that residence.
- 3) Students may not be transported for home visits by anyone other than parents/legal guardian or specifically approved adults.
- 4) Students must obey all appropriate parental requests.
- 5) Students are required to obey all the stipulations listed on their temporary leave agreement.
- 6) Students are expected to remain under the direct supervision of their parent/guardian for the duration of the visit. Parents/guardian must have knowledge of their son's whereabouts at all times.
- 7) Students must adhere to a curfew of 10:30 p.m. while visiting their home. Parents may request that their son return home earlier, if they desire.
- 8) It is the student's responsibility to ensure that he returns to the facility on time. Weather, vehicle and road conditions must be taken into account by each student to ensure that he returns on time.

NOTES

- 1) Remember, visitation is a privilege that can be limited or restricted for abuse or non-compliance with any of the visitation rules or procedures.
- 2) If a student is on restrictions for non-compliance with unit rules, then he may have restricted visits but may not request a home visit or off-grounds visitation.
- 3) Visitors are required to comply with state law regarding trafficking with students.
- 4) Any visitor who violates state or local law is subject to arrest, consistent with the Department of Correction policy.
- 5) Students returning from temporary leave just prior to a visitation period are not eligible for an on-grounds visit (except church).
- 6) Before a student is allowed an overnight home visit, a working telephone must be installed in your home.
- 7) Students are not allowed to smoke or possess any tobacco products during their assignment to the South Bend Juvenile Correctional Facility.
- 8) Facility staff will make calls to your home during temporary leaves to ensure that your son is abiding by curfew restrictions.

GENERAL MAIL GUIDELINES

All written correspondence shall have proper postage, a complete return address in upper left-hand corner, student's name and DOC number included in the address. Additionally, correspondence shall not be written in codes or include symbols. All correspondence is subject to search for inappropriate materials/content. For additional mail options, please see JPay listed on the next page.

TELEPHONE GUIDELINES

The number and length of telephone calls students may make is limited. Unless it is a verified emergency, all student telephone calls are collect. Students may not possess any calling cards or charge calls to credit cards.

COMMISSARY GUIDELINES

The facility has established a personal funds account for your son. We request that you, other family members, and friends send funds for your son to purchase from the facility's Commissary to the address listed below. Funds sent may not exceed \$50.00. Any monies received for deposit in this account **must be sent by mail** in the form of a **Postal Money order** only. **Funds may not be given to the student or staff members at visitation, and they may not be dropped off to the facility. Cash/personal checks/other types of money orders will not be accepted.** Funds will be returned to sender if the procedure is not done correctly. During your son's stay at South Bend Juvenile Correctional Facility, your son will be required to purchase his approved personal property and hygiene items from the Facility's Commissary. **Therefore, you may not send or bring personal property for your son.**

In order to expedite the posting to your son's account, please address the envelope exactly as listed below. Enclose with the money order. All correspondence for the student should be sent to the South Bend Juvenile address:

Address to remit money orders:

**Northeast Juvenile Correctional Facility
Attn: Business Office/Trust Fund
7117 Venture Lane
Fort Wayne, Indiana 46818**

Please inform all friends and relatives of these commissary guidelines if they are planning to send funds to your son. For additional trust fund options, please see JPay listed on the next page.

JPAY

The Trusted Leader in inmate services

About Us – JPay – We try to make life easier for you.

If you have friends or loved ones who are inmates; JPay is the fastest way to put money into an inmate's trust account with the money generally credited by the following morning – sometimes sooner. To send money, friends and family can use a credit or a debit card. To learn more about a particular state's details, sign up for a free account. You will need the offender's name and identification information. No credit card information is needed to sign up.

Trust Account Payments – JPay is the fastest way for an inmate's loved one to send money to an inmate. With JPay, the money is generally credited to the inmate's account by the following morning.

To see if JPay is available to your inmate, simply go through the steps to register. You will first be asked for the inmate name and number. If it matches our database you will be able to proceed.

For more information about a particular state's timing schedule or service fees, please sign up for a free account.

Electronic Inmate Mail – JPay mail is the fastest way to send a letter to an inmate. First you type your letter using the JPay website. Then your letter is printed in the mail room and delivered to the inmate. Letters are generally delivered to an inmate within 24 working hours, sometimes sooner.

This new service is only available in certain states. If you don't see a mail option once you log in, then your inmates are currently unable to receive JPay Mail.

JPay also knows where an inmate is housed at all times. If an inmate is transferred between housing units or between facilities, the JPay Mail System will know.

How Does this Work?

Go to www.jpay.com to purchase electronic postage and write your letter online. The letter is then delivered to the JPay facility interface which is downloaded to the facility mailroom. Mailroom staff will review and print mail daily. All approved letters will be delivered to the inmate within 24 working hours of approval.

Help Desk

Email support@jpay.com or call 800-574-5729: available 24-7.

Learn More about JPay Security

The security of your personal and payment information is our number one priority. With the industry's most-advanced encryption and fraud prevention, JPay is dedicated to keeping your account safe and secure.

JPay automatically encrypts your confidential information in transit from your computer to ours using the Secure Sockets Layer protocol (SSL) with an encryption key length of 128-bits (the highest level commercially available). Before you even register or log in to our site, our server checks that you're using an approved browser – one that uses SSL 3.0 or higher.

Once your information reaches us, it resides on a server that is guarded both physically and electronically. Our servers are located behind an electronic firewall not directly connected to the Internet, so your personal information is heavily protected.

***2009 State Holidays (observed)**

New Year's Day	January 1, 2009
Martin Luther King, Jr. Day	January 19, 2009
Good Friday	April 10, 2009
Memorial Day	May 25, 2009
Independence Day	July 3, 2009
Labor Day	September 7, 2009
Columbus Day	October 12, 2009
Veteran's Day	November 11, 2009
Thanksgiving Day	November 26, 2009
Lincoln's Birthday	November 27, 2009
Christmas Day	December 25, 2009
Washington's Birthday	December 24, 2009



STATEMENT OF TRAFFICKING LAWS AND AUTHORIZATION FOR SEARCH

State Form 41465 (R3 / 2-05)

State of Indiana
DEPARTMENT OF CORRECTION

The following Indiana Statutes are brought to your attention. As a person desiring to enter a correctional facility, either as an employee or for other approved purposes, it is important to understand the content of these laws.

IC 35-44-3-9 states:

(b) Except as provided in subsection (d), a person who, without the prior authorization of the person in charge of a penal facility or juvenile facility knowingly or intentionally;

(1) delivers, or carries into the penal facility or juvenile facility with intent to deliver, and article to an inmate or child of the facility;

(2) carries, or receives with intent to carry out of the penal facility or juvenile facility, an article from an inmate or child of the facility; or

(3) delivers, or carries to a worksite with intent to deliver, alcoholic beverages to an inmate or child of a jail work crew of community work crew;

commits trafficking with an inmate, a Class A misdemeanor.

(c) If the person who committed the offense under subsection (b) is an employee of:

(1) the department of correction; or

(2) a penal facility;

and the article is a cigarette or tobacco product (as defined in IC 6-7-2-5), the court shall impose a mandatory five thousand dollar (\$5,000) fine under IC 35-50-3-2, in addition to any term of imprisonment imposed under IC 35-50-3-2.

(d) The offense under subsection (b) is a Class C felony if the article is:

(1) a controlled substance; or

(2) a deadly weapon.

A person who commits a Class A misdemeanor shall be imprisoned for a fixed term of not more than one (1) year; in addition, he/she may be fined not more than five thousand dollars (\$5,000), (IC 35-50-3-2) A person who commits a Class C felony shall be imprisoned for a fixed term of four (4) years, with not more than four (4) years added for aggravating circumstances or not more than two (2) years subtracted for mitigating circumstances. IN addition, he/she may be fined not more than ten thousand dollars (\$10,000). (IC 35-50-2-6)

It is a Class C infraction for a person to furnish an alcoholic beverage to a person confined in a penal facility. It is unlawful, also for a person who has charge of a penal facility to knowingly permit a prisoner confined within his/her jurisdiction to reserve an alcoholic beverage unless it has been prescribed by a physician as medicine for the prisoner (IC 7.1-5-10-16) or unless it is distributed as sacramental wine for a religious purpose by a minister, priest, or rabbi. (IC 7.1-1-2-3(a)(3))

A person who commits a Class infraction may be fined not more than five hundred dollar (\$500) (IC 34-28-5-4©).

I, the undersigned, have read and understand the above statutes. I recognize the potential danger of contraband or prohibited property of any nature entering or leaving the facility. I do hereby express my willingness to submit to a thorough search of my person, articles in my possession or any vehicle that I may operate on the grounds of the facility. Additionally, I understand that I or my possessions may be searched while on facility grounds at any time that the Facility Head or designee authorizes. Such searches may include my work area or post assignment or my living quarters if on State property.

I understand that refusal to submit to such a search shall be cause to be refused entrance to the facility, and may constitute grounds for disciplinary action or referral for prosecution.

Signature	Date signed (mo, day, yr)	Signature of Witness	Date signed (mo, day, yr)
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South Bend Juvenile Correctional Facility

Application for Visitation Privileges

Please note: Each person that you add to your son's visitation list must complete this form, so please make enough copies of this blank form to distribute.

Instructions: 1. Please print. 2. Please answer every question. 3. Please sign this form. 4. Return the completed form to: South Bend Juvenile Correctional Facility
4650 Old Cleveland Road
South Bend, IN 46628

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Name of Offender: _____ DOC Number _____

Name of Applicant: _____

DOB: _____ Age: _____ Sex: _____ male _____ female

Address (number and street, city, state, ZIP code) _____

_____ Telephone: () _____

Relationship to offender: _____

Are you on probation or parole? _____

Are/were you an employee of the Indiana Department of Correction? _____

Signature of applicant: _____

Signature of guardian (if applicant us under 18): _____

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For office use only:

_____ approved

_____ denied

Signature of approval: _____



AUTHORIZATION FOR MINOR CHILD TO VISIT
State Form 48965 (6-98)

TO: SUPERINTENDENT

FACILITY: South Bend Juvenile Correctional Facility

OFFENDER: _____ NUMBER: _____

NAME OF MINOR CHILD(REN) AND AGE

_____	_____
_____	_____
_____	_____

This document authorizes that the above-named child(ren) is (are) authorized to visit the above-named offender who is related to them as _____. As the parent/legal guardian of this/these child(ren),

I hereby authorize the child(ren) to accompany the following person during this visit: _____
(Relationship) _____.

I am fully aware that the above-named offender is housed in a correctional facility and that any visits will occur within the correctional facility and in accordance with the facility's offender visitation procedures.

Signature of Parent/Legal Guardian

Date

Printed name of Parent/Legal Guardian

Before me, a Notary Public, in and for said County and State personally appeared, _____,
who acknowledged the truth of the statements in the foregoing affidavit on this _____ day of _____, 20_____.

Signature of Notary Public

County of residence

Printed name of Notary Public

Commission expiration date

LIST OF APPROVED VISITORS

NAME	AGE	ADDRESS (STREET/NO)	CITY/STATE	ZIP CODE	TELEPHONE	APP/DATE
Father						
Mother						
Step-Father						
Step-Mother						
Son(s)						
Daughter(s)						
Brother(s)						
Sister(s)						
Grandmother(s) (Paternal)						
Grandmother(s) (Maternal)						
Grandfather(s) (Paternal)						
Grandfather(s) (Maternal)						

**INDIANA DEPARTMENT OF CORRECTION
JUVENILE SERVICES DIVISION**

PARENT/LEGAL GUARDIAN EXPECTATIONS

Parent/Legal Guardian Name: _____

Student Name: _____ **DOC #:** _____

As a parent/legal guardian of a student at this facility, your interest and involvement in his program is very valuable. The following information explains what will be expected of you while your son resides at this facility. Your initials in the spaces provided below indicate your understanding of each provision.

COMMUNICATION

_____ You are expected to keep your son's primary service provider and field agent updated about any changes in the home (ex: change of address, marriage, divorce, arrests, change of employment, change in residents living in the home, etc.).

_____ You are expected to maintain contact with your son while he is residing at this facility (phone calls, visits, mail).

_____ You are expected to communicate openly and honestly with the staff of this facility, the field agents, and community service providers regarding any issues related to your son.

_____ You should expect notification from the facility if there are any significant changes in your son's program such as transfer to another facility, medical emergency, etc.

_____ You are expected to assist the field agent in completing the Home Evaluation and Placement Confirmation.

VISITATION

_____ You are expected to know and follow all rules of visitation.

_____ You are encouraged to visit on a regular basis.

_____ You are expected to arrive on time for visitation.

_____ You are expected to complete and have notarized the *Authorization For Minor Child To Visit* form (if applicable) and complete the *List of Approved Visitors* form and return to your son's assigned counselor.

_____ You are expected to be aware of the trafficking laws that apply to this facility and you are expected to follow those rules.

TREATMENT

- _____ You are invited and encouraged to attend designated treatment team meetings related to your son.
- _____ You are expected to attend and participate in counseling, if recommended by the treatment team or field agent.
- _____ You are expected to positively support and encourage your son in completing his treatment program.
- _____ You are expected to be aware of the components of the Comprehensive Case Management System (CCMS) and the requirements that will be placed on your son to earn release.
- _____ You are expected to understand that your son's length of stay is indeterminate and that he will be released only when he has met the requirements of the IGP/ITP, (if applicable).

TEMPORARY LEAVES (if applicable)

- _____ You are expected to know and follow the rules of temporary leaves.
- _____ You are expected to ensure that your son follows the temporary leave rules.
- _____ You are expected to assist your son in completing his goals for the temporary leave.
- _____ You are expected to assist your son in preparing for his release.
- _____ You are expected to be on time when picking up and returning your son for the temporary leave.
- _____ You are expected to ensure that there is no criminal activity or illegal substance use in the home while your son is on temporary leave.
- _____ You are expected to be aware that even while your son is on a temporary leave, he is still a ward of the State and will be held accountable for his actions while on temporary leave.

RELEASE

- _____ You are expected to ensure that your son follows the rules of his release and report any rule violations.
- _____ You are expected to ensure that your son actively participates in any programs he is assigned to as a part of release.
- _____ You are expected to participate in any release programs as recommended by the primary service provider, field agent or community service provider.
- _____ You are expected to positively support your son in his achievement of release expectations.

_____ You are expected to ensure that there is no criminal activity or illegal substance use in the home once your son has been released.

_____ It is the guardians responsibility to pick up their son at this facility upon release.

By initialing by each of your expectations, you are indicating your understanding of that expectation. If you do not understand an expectation, please feel free to contact your son's counselor. You agree to abide by these expectations and understand that by not cooperating you could jeopardize the placement of your son in your home.

Parent/Legal Guardian Signature

Date

Witness Signature

Date